



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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PREDEVELOPMENT PLAN REVIEW COMMENTS

Predevelopment Plan Review (PPR) is a preliminary evaluation of a project by staff from various City departments and divisions. The information derived from a PPR does not constitute any approval of a project. PPR meetings are not public hearings.

Project Number: PPR2020-00002

Date: July 10, 2020

Project Address: 50 Alessandro Place

Project Description:

Review of preliminary plans for the Revision of PD-5 by modifying the adopted PD Plan to facilitate construction of a three-story, 60,000 square-foot, medical office building and a five-level, above grade, parking garage with 321 parking space.

Applicant: Meridian Property Ventures II, LLC

Case Manager: Luis Rocha, Zoning Administrator

Phone #: (626) 744-6747

E-mail: lrocha@cityofpasadena.net

DETERMINATION OF COMMUNITYWIDE SIGNIFICANCE REQUIRING PRESENTATION TO THE CITY COUNCIL:	
1. Greater than 50,000 square feet of gross floor area with at least one discretionary permit.	<input checked="" type="checkbox"/>
2. Fifty or more housing units.	<input type="checkbox"/>
3. Other:	<input type="checkbox"/>
Presentation to the City Council required: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO , not applicable.	

DEPARTMENT / DIVISION	CONTACT	EMAIL <small>@cityofpasadena.net</small>	PHONE <small>(626) 744-</small>	PAGE
Building Division, Addressing	Angie Jackson	ajackson	6903	2
Building & Safety Division	Humberto Contreras	hcontreras	6793	2
Community Planning	Andre Sahakian	asahakian	6754	4
Cultural Affairs Division	Wendy Miller	wmliller	7547	10
Current Planning	Luis Rocha	lrocha	6747	11
Design & Historic Preservation	Kevin Johnson	kevinjohnson	7806	19
Development/NW Programs	Lola Osborne	losborne	4791	21
Fire Department	Pari Bagayee	pbagayee	7596	21
Local Development Area	Eric Duyshart	edyushart	7353	23
First Source Local Hiring	Antonio Watson	awatson	8382	23
Health Department	Carmina Chavez	cachavez	6811	23



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Housing Department	Caroline Nelson	cnelson	8316	23
Public Works Department	Yannie Wu-Bowman	YWu-Bowman	3762	23
Transportation Department	Conrad Viana	cviana	7424	37
Water & Power, Power Division	Eduard Avakyan	eavakyan	7857	31
Water & Power, Water Division	Sandra Andrade-Hernandez	sandrade-hernandez	4189	32

BUILDING DIVISION, ADDRESSING:

General Comments: Addressing is based on the main front door entry into the building, based on the site map provided the main front door entry is not clear. I'm unable to determine an address for the proposed project, please provide a site map showing main front door entry into the building, streets labeled, and identify driveway entrance and north direction. Once addressing has been established the letter that authorizes you to use the addresses will be sent to you after the requirements listed below are met and after the building permit is issued. Copies of the letter will be sent to the relevant agencies within and outside of the City.

Governing Codes: Pasadena Municipal Code Chapter 12.20 Building Numbering.

Estimated Fees: The address fee will be calculated after receiving the following: An address application and a current half size or 8 ½" x 11" site plan showing the main front door entrance into the buildings, the streets and driveway labeled, indicate the N/S direction as well as the orientation of the building to the streets before submittal into plan check.

BUILDING & SAFETY DIVISION:

1. GOVERNING CODES:

- Comply with the Current Edition of California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Green Building Standard Code and the City of Pasadena Municipal Code. The governing edition is based on the date in which the project is submitted to the City of Pasadena for review.

2. BUILDING CODE ANALYSIS:

- Provide a Building Code Analysis on the title sheet. Include the code(s) information for each building proposed: Descriptive scope of work, occupancy, assessor's parcel number, number of stories, type of construction, fire sprinklers, floor area, height, and allowable floor area.

3. BEST MANAGEMENT PRACTICES:

- Photocopy to plans and complete the BEST MANAGEMENT PRACTICE page 1(form must be signed). Photocopy any other applicable pages and cross reference the location at the site plan, i.e. the material storage, the concrete waste management, etc. These forms can be found at <http://www.cityofpasadena.net/planning/handouts/>.



4. PROPERTY LINE SURVEY REQUIRED.

- Per City of Pasadena Policy property line survey is required for:
 - a. New construction.
 - b. Auxiliary buildings and additions where setback is less than 5'-0" to property line.
 - c. All buildings where specific Zoning Division Variance is issued for approved setbacks & whether newly constructed or altered.

5. SOILS REPORT REQUIRED.

- A soils engineer report is required for:
 - a. All new constructed single and multi-family residential, commercial, and industrial buildings.
 - b. An addition to a commercial or industrial building.
 - c. Second (2nd) story addition to existing one-story building.
 - d. Hillside construction, i.e. decks, retaining walls, and swimming pools.

6. GRADING:

- Show compliance with CBC 2019 Appendix J – Grading with City of Pasadena Amendments.
 - Clearly show the cubic yard quantities for excavation (cuts) and fills and label if site grading or foundation excavations.
- Clearly show the cubic yard quantities for excavation (cuts) and fills; and label if site grading or foundation excavations. A grading permit may not be required per section J103.2 Exemptions.

7. GREEN CODE:

- Photocopy to plans and complete the 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE WITH CITY OF PASADENA AMENDMENTS FORMS. These forms are being provided attached and can be found at <http://www.cityofpasadena.net/planning/handouts/>.
- For new buildings 10,000 square feet and over, building commissioning shall be included in the design and construction processes of the building project.

8. LOW IMPACT DEVELOPMENT (LID):

- Low Impact Development (LID) is required for this project. Refer to the City of Pasadena link for further information on the requirements and submittal process: <http://www.cityofpasadena.net/planning/handouts/>.



9. MEANS OF EGRESS (EXITING):

- Clearly label and identify on plans fire-resistive corridors, exit enclosures, exit passageways, horizontal exits, occupancy separation walls and floors, fire resistive shafts, and fire walls, along with their fire-resistive ratings as applicable.
- Roof terraces shall comply with all the applicable code provisions, i.e. exiting, type of construction, & accessibility.

10. FIRE AND SMOKE PROTECTION FEATURES:

- Show materials, systems and assemblies used for structural fire resistance and fire-resistance-rated construction separation of adjacent spaces to safeguard against the spread of fire and smoke within a building and the spread of fire to or from buildings.

11. ACCESSIBILITY:

- Provide compliance with accessibility per CBC Chapter 11B.
- Provide an analysis for the minimum required units and parking spaces. Label the accessible units/parking spaces.

12. REQUIRED PLANS AND PERMIT(S):

- In addition to architectural plans, provide Structural, Shoring, Plumbing, Mechanical, Electrical plans, and grading plans as required. **No deferred submittal.**
- Separate permits are required for the following: Mechanical, Electrical, Plumbing, Fire Sprinkler, Demolition, Block walls, others.

COMMUNITY PLANNING:

General Plan Consistency:

According to the General Plan Land Use Diagram, the subject property is designated as Medium Mixed-Use (0.0-2.25 FAR; 0-87 du/ac) which is intended to support multi-story buildings with a variety of compatible commercial (retail and office) and residential uses. Development in the Medium Mixed-Use category is characterized by shared open spaces, extensive landscaping, small to medium separations between buildings, and shared driveways and parking. Sites may be exclusively commercial or exclusively residential, or with buildings vertically integrating housing with non-residential uses. Where buildings face the street frontage, they shall be designed to enhance pedestrian activity with transparent facades for retail uses and distinctive entries for housing. Parking shall be located below or to the rear of the street. Projects constructed at Medium Mixed-Use densities may be required to develop pedestrian-oriented streetscape amenities along their primary street frontages, consistent with the improvement concepts and plans defined by the City.

The submitted materials do not provide a lot size for the parcel on which the proposed project would be built, but rather indicate that the total size of the two lots comprising the entire campus. According to the Los Angeles County Assessor's map, the parcel on which the proposed project would be built is approximately 2.03 acres, or 88,426 square feet. That parcel is currently



developed with an existing 5-story medical office building totaling approximately 62,300 square feet in floor area as well as a three-level subterranean parking structure with at-grade parking. The site is located between Alessandro Place and Hurlbut Street, with the medical office building having its primary frontage along Alessandro Place and the parking structure accessed from both the Alessandro Place and Hurlbut Street frontages. The proposed project would include construction of an additional five stories of parking above the existing subterranean parking structure along the Alessandro Place frontage, as well as construction of a new three-story medical office building with 60,000 square feet of floor area on the portion of the site fronting on Hurlbut Street. It appears that parking access would primarily occur from the Alessandro Place frontage.

Based on the lot size provided by the Los Angeles County Assessor’s map, the subject property would allow up to 198,956 square feet of floor area based on the maximum allowable General Plan floor area ratio (FAR) of 2.25. The proposed addition of 60,000 square feet of floor area would result in a total floor area of 122,300 square feet on the site, which is within the maximum building intensity for the lot. Thus, the development intensity of the proposed project complies with the maximum General Plan FAR. The General Plan also established Development Capacities for each Specific Plan area. Construction of the proposed project would be within the remaining capacity of the Specific Plan, as demonstrated in the table below:

Non-Residential Square Feet Development Cap	
2015 General Plan Adopted Cap	988,000 SF
Remaining Cap Before Project	909,820 SF
Remaining Cap After Project	849,820 SF

The Land Use Element of the General Plan provides the following policies that are relevant to the proposed project:

Policy 1.1 Basic Growth Policy. Accommodate growth that is consistent with community values and that complements the scale and character of Pasadena’s unique residential neighborhoods, business districts, and open spaces.

Policy 1.2 Targeted Growth. Target growth and new construction in infill areas and away from Pasadena’s residential neighborhoods and open spaces by redeveloping underutilized commercial and industrial properties, especially within the Central District, Transit Villages, Neighborhood Villages, and along selected corridors.

Policy 3.1 High-Impact Uses. Avoid the concentration of uses and facilities in any neighborhood or district where their intensities, operations, and/or traffic could adversely impact the character, safety, health, and quality of life.

Policy 4.11 Development that is Compatible. Require that development demonstrates a contextual relationship with neighboring structures and sites addressing such elements as building scale, massing, orientation, setbacks, buffering, the arrangement of shared and



private open spaces, visibility, privacy, automobile and truck access, impacts of noise and lighting, landscape quality, infrastructure, and aesthetics.

Policy 6.2 Established Neighborhoods. Preserve, protect, and enhance established residential neighborhoods by providing appropriate transitions between these and adjoining areas. Require new development to complement and respond to the existing physical characteristics that contribute to the overall character and livability of the neighborhood.

Policy 7.3 Compatibility. Require that new and adaptively re-used buildings are designed to respect and complement the defining built form, massing, scale, modulation, and architectural detailing of their contextual setting.

The placement, use, and massing of the medical office building component of the proposed project represent some inconsistencies with the aforementioned policies of the General Plan. The proposal replaces a surface parking structure with a three-story medical office building, which includes step-backs along the Hurlbut frontage to create space for outdoor seating areas on the various levels. Existing buildings on either side of this portion of the project site are two-story garden apartment buildings that extend almost the entire depth of their respective lots. This character is consistent with nearly all other lots fronting Hurlbut Street, with the exception of the Shriners for Children Medical Center, which has a substantial setback from Hurlbut Street, allowing for a large landscaped area and motor court at grade. The proposed height of the new medical office building would exceed the predominant character of the street, and with minimal side yard setbacks, do not provide adequate transition or buffering to the surrounding neighborhood. While the step-backs from the Hurlbut Street frontage provide some transitional relief, the rooftop areas of these step-backs appear to be accessible for employees and visitors of the building to congregate in close proximity to adjacent residential uses, creating the potential for noise and privacy impacts. It is noted, however, that the project will not provide vehicular access for entry or exit on the Hurlbut Street frontage, which reduces vehicular traffic on the predominantly residential street, contributing the livability of the neighborhood.

Policy 2.11 – Health Facilities. Accommodate a wide range of healthcare and mental health facilities that are transit-accessible and pedestrian friendly.

Policy 12.4 – Revitalization of Commercial Areas. Encourage the revitalization of commercial and industrial areas by attracting private investment.

Policy 37.2 Medical Supporting Uses. Capitalize on the Huntington Memorial Hospital through opportunities for new and expanded medical facilities, medically-oriented businesses and increased housing so that hospital employees are able to live close to jobs.

Policy 37.5 Economic Vitality. Foster a thriving business district by supporting the retention and enhancement of local businesses and, emerging technology, and medical uses by encouraging the development of creative office, research and development, and institutional uses with a mix of supporting retail and residential uses.



The proposed project would add additional medical office space above an existing parking structure, expanding upon an existing medical office campus primarily focused along Alessandro Place. While Alessandro Place is not a major commercial corridor, it is predominantly developed with medical related uses, and expanding on this pattern would support the surrounding medical cluster loosely centered along South Fair Oaks Avenue. The location of the new medical office building, however, is located along the property's Hurlbut Street frontage, which is predominantly a multi-family residential neighborhood. This development would support the enhancement of local medical facilities and create new jobs, however it would not necessarily contribute to the revitalization of commercial areas. Consideration should be given to relocating the medical office building to the Alessandro Place frontage of the site in order to strengthen the identity of that street as a medical office hub and preserve the residential character of Hurlbut Street.

Policy 4.4 – Transit Villages. Accommodate and intensify a mix of local and regional commercial, residential, and public uses close to the Metro Gold Line stations. Design these areas to accommodate safe and convenient walking, bicycling, and transit use. Include gathering places and amenities to enhance their quality and livability.

Policy 4.5 – Transit Villages in Context. Differentiate the mix and development intensities of the Transit Villages to reflect their setting, with the highest intensities at Fillmore, Del Mar, Memorial Park and Lake Metro Gold Line stations, moderate intensities at Sierra Madre Villa station and lowest intensities at the Allen Avenue station.

Policy 37.1 Fillmore Transit Village. Provide for the development of higher density, transit-oriented uses with a mix of retail, office, and multi-family housing uses that expand the customer base for local retail uses and support Metro Gold Line ridership; while contributing to reductions in vehicle trips, energy consumption, and GHG emissions.

Policy 37.6 Sustainable Streetscape. Improve sidewalks to enhance connectivity and pedestrian activity through enhanced streetscape amenities, distinctive signage, lighting and paving.

While the proposed project's development intensity is allowable under the General Plan, the distribution of the intensity is not appropriate for the site and its surrounding context. The proposed project will be of medium-high intensity, resulting in a total of 122,300 square feet of medical office space. The site is located within a quarter mile of the Metro Gold Line Fillmore Station and numerous healthcare related land uses, making the proposed development intensity consistent with the Transit Villages in Context concept set forth in the General Plan, locating a stronger concentration of new jobs within walking distance of a major transit station. Notwithstanding the proximity of the site to the Metro Gold Line Fillmore Station, pedestrian access from the station is limited due to the lack of pedestrian crossings along large blocks and lack of wayfinding. As a result, great care and attention should be given to potential improvements for pedestrian access from the Metro Gold Line Fillmore Station to the subject property for future tenants who may use transit to visit the residents of the project site.

As proposed the project is somewhat consistent with the Land Use Element of the General Plan. More thoughtful site planning, massing, and distribution of uses that take into consideration the surrounding uses, particularly those fronting Hurlbut Street, would improve the project's General Plan consistency.



Specific Plan:

The subject property is not located within an existing Specific Plan area. However, with the adoption of the updated General Plan Land Use Element in 2015, the boundaries of the South Fair Oaks Specific Plan area were amended to include the subject property. Please note that the City is currently undergoing a comprehensive update of all existing Specific Plans, including the South Fair Oaks Specific Plan, as well as the Zoning Code provisions that relate to the Specific Plan areas. This effort could potentially result in changes to the existing goals, policies, and development standards that are applicable to the subject property. For more information and to learn how to get involved in this process, visit www.ourpasadena.org.

Master Development Plan:

The subject property is not located in a Master Development Plan area.

Planned Development:

The subject property is located within the Alessandro Place/Fair Oaks Planned Development (PD-5). There are five development standards unique to PD-5 in the PD Plan as follows:

- A. *Conditionally permitted uses shall be those restricted to and directly supportive of hospital uses. Such uses include medical offices, laboratories, clinics, and other such facilities that are medically oriented as well as ancillary automobile parking. The property facing Hurlbut Street shall specifically be restricted to surface parking.*

The proposed project includes a medical office use and parking structure, which are conditionally permitted pursuant to this standard subject. A conditional use permit will be required to allow the proposed uses. This standard also specifically restricts the portion of the property facing Hurlbut Street to surface parking only. The proposed project places the medical office building on this portion of the site, which is in violation of this restriction. An amendment to this provision in PD-5 will be required in order to allow the proposed project.

- B. *No new structure shall exceed 50 feet in height excluding mechanical equipment. Parking structures shall be limited to 2 stories above grade. Maximum lot coverage shall be limited to 45 percent.*

The proposed medical office building would measure 45' in height to the roof deck, with mechanical equipment above. However, the submitted plans indicate this height measurement is taken from the existing grade at Alessandro Place rather than the existing grade at Hurlbut Street, where the medical office building also has frontage. The applicant is advised to consult with Zoning staff to ensure that height is measured properly in order to determine compliance with this standard.

This standard also limits parking structures to two stories above grade. The proposed project includes a three story parking structure, which is in violation of this standard. An amendment this standard will be required in order to allow the proposed parking structure.



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This standard also imposes a maximum lot coverage of 45 percent. The submitted plans do not provide enough information to determine compliance with this standard.

- C. Front yard setbacks shall be required and shall not be less than 20 feet. Side and rear yard setback shall not be less than 10 feet.*

The proposed project includes a 20' setback from Hurlbut Street in compliance with this standard, however the proposed parking structure would have a 4'-3/4" setback from Alessandro Place. The project would also provide 5' side setbacks for the medical office building, which is adjacent to multi-family residential buildings. The proposed 5' setbacks for the medical office building are also in violation of this standard. Thus, amendments to the setback requirements of PD-5 would be required to allow the project as proposed.

- D. Parking shall be provided in accordance with the requirements of Chapter 17.68 of this title.*

This standard refers to an outdated municipal code section. The relevant code requirements for parking are now in Chapter 17.46, with additional standards for Transit-Oriented Development in Chapter 17.50.340.

- E. Vehicular access from Hurlbut Street shall be limited to ingress only. Vehicular egress shall be prohibited onto Hurlbut Street. Parking on the parcel facing Hurlbut Street shall be restricted to employee parking only.*

The proposed project would remove all vehicular access from Hurlbut Street, which would be in compliance with this standard. However, it appears that the applicant intends to allow non-employee parking in the existing subterranean parking structure on the portion of the parcel facing Hurlbut Street, which would be in violation of this standard. An amendment to PD-5 would be required to allow non-employee parking in this area.

Neighborhoods:

The proposed project is located within the following neighborhood associations:

- Council District 6
Councilmember Steve Madison
- Singer Park Neighborhood Association
- West Pasadena Residents' Association

Estimated Fees:

No fees are anticipated from Community Planning.



CULTURAL AFFAIRS DIVISION:

Public Art Requirement:

Based on the information provided in the Planning Division Master Application, the project at 50 Alessandro Place (PPR2020-00002) is subject to Pasadena's Public Art Ordinance No. 6420 as it is a commercial development outside the Downtown/Old Pasadena/Northwest Program Areas with new construction that exceeds 25,000 square feet of gross floor area. The Public Art Ordinance requires that at least one percent (1%) of the building valuation be allocated to public art, in order to enhance the project in a meaningful way that positively impacts the community.

At Plan Check, prior to a building permit being issued, it's required that twenty percent (20%) of the total one percent building valuation be paid to the Cultural Trust Fund. It is the property owner's responsibility to allocate the remaining eight percent (80%) of the total one percent building valuation toward an onsite public art project, developed in accordance with the Guidelines for New Private Development. Instead of developing an onsite public art project, the property owner may opt to pay the full 1% to the Cultural Trust Fund as an in-lieu fee.

Fulfillment of the Public Art Requirement must occur in order for the development to be poised for Final Signoff/Certificate of Occupancy.

Please note > For those property owners who choose to pursue the onsite public art project option, the timing of the distinct Design Commission and Arts & Culture Commission reviews are linked. The following steps are required:

- 1) An art consultant must manage any art project valued at \$25,000 or more. After consulting with Cultural Affairs Staff, an art consultant should be contracted as soon as possible so they may work as an integral part of the design team from the inception of the project.
- 2) No project may receive Concept Design Review by the Design Commission without having first filed a completed Public Art Application form with Cultural Affairs Staff.
- 3) The Concept Art Plan must be submitted to Cultural Affairs Staff within 45 days after Concept Design Review approval by the Design Commission.
- 4) Application for Final Design Review by the Design Commission is only possible after the Concept Art Plan has been approved by the Arts & Culture Commission.

It's never too early to begin the process of developing an onsite public art project. If the applicant has not done so already, please contact me so we may review the details of the Public Art Requirement, address any questions you may have, and clarify next steps. I look forward to working with you.



CURRENT PLANNING:

Applicable Zoning Sections:

The proposed project is subject to, including but not limited to, the development standards of the following Zoning Code Chapters or Sections:

- Planned Development-5 (Alessandro Place/Fair Oaks)
- Chapter 17.40 – General Property Development and Use Standards
- Chapter 17.44 – Landscaping
- Chapter 17.46 – Parking and Loading
- Section 17.50.340 – Transit Oriented Development

All of these sections can be found online at:

https://library.municode.com/ca/pasadena/codes/code_of_ordinances?nodetid=TIT17_ZONING_CODE

General Comments: The information provided herein is general due to the general content of the information submitted. It is recommended that in addition to the comments below on the project, the developer team thoroughly read each of the Zoning Code sections noted above.

1. Zoning District:

- a) Planned Development-5 (Alessandro Place/Fair Oaks). The property is within the PD-5, and therefore shall meet the requirements of City's Zoning Code, Appendix-A, PD-5.

2. Project Site:

- b) The project site consists of one parcel (AIN: 5719-025-033). The lot size of the parcels is approximately 88,429 sq. ft. (2.03 acres). If future plan submittals indicate a different lot size, provide a land survey, stamped by a licensed professional.

3. **PD Plan (17.26.020.C.3.e):** A PD Plan prescribes development standards and allowed or conditionally allowed uses in the PD. Revision of the existing PD would require simultaneous approval of a new PD Plan. A PD Plan was provided as part of the PPR. It is recommended that a revised PD Plan shall be submitted in future submittals that reflects the comments provided. The Plan shall prescribe development standards and allowed or conditionally allowed uses in the PD.

4. Land Use Restrictions:

- a) Pursuant to PD-5.A, the property facing Hurlbut Street shall specifically be restricted to surface parking. The project proposes a new three-story medical office building (Cotton West MOB) on the portion of the site facing Hurlbut Street. As proposed the project does not comply and would require an amendment to PD-5.

The portion of the property facing Hurlbut Street is abutting a multi-family zoned neighborhood in the RM-32 zone. Specifically, there are several two-story residential buildings adjacent and abutting the project site. The proposed development is out of scale and character with the residential properties fronting on Hurlbut Street. It is recommended



that the applicant explore alternative options to reduce the massing, revise the design and consider a less intrusive use.

5. **Height:**

- b) Pursuant to PD-5.B, no new structure shall exceed 50 feet in height excluding mechanical equipment. Parking structures shall be limited to 2 stories above grade. Maximum lot coverage shall be limited to 45 percent.

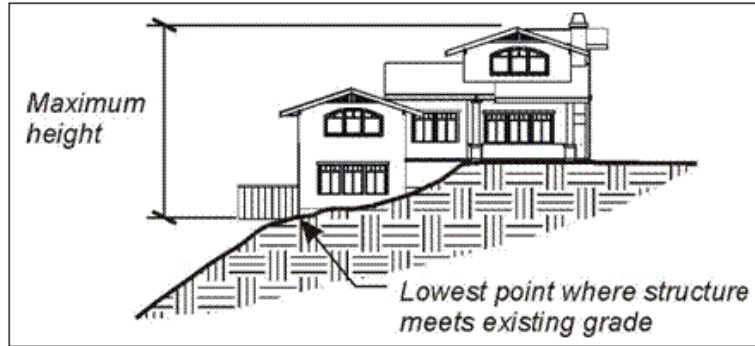
The project proposes a new medical office building with a height of approximately 52 feet, per sheet 6 of the plans, Axon & Section. As proposed the project does not comply and would require an amendment to PD-5. As indicated, there are several two-story residential buildings adjacent and abutting the project site. The proposed building is out of scale and character with the residential properties fronting on Hurlbut Street. It is recommended that the applicant explore alternative options to reduce the massing, revise the design and consider a less intrusive use.

The project proposes a five level parking garage and exceeds the two stories above grade height limit. As proposed the project does not comply and would require an amendment to PD-5 to maintain the proposed heights. The proposed garage structure would be abutting a multi-family zoned neighborhood on its southern boundary. The proposed garage is out of scale and character with the residential properties to the south. It is recommended that the applicant revise the plans to consider a less intrusive use on this portion of the site.

In future plan submittals, label the height of the building measured from the lowest elevation of the **existing grade** at an exterior wall of the structure to the highest point of the structure. The highest point of the structure shall be considered its highest ridge or parapet.

Compliance with the lot coverage maximum of 45 percent cannot be determined at this time. In future plan submittals, include total site area and all portions of the site covered by buildings, roofs, soffits or overhangs extending more than three feet from a wall, and by decks more than four feet in height.

- c) In future submittal, provide east-west cross-sections, and label and identify the location of the existing grade across all elevations and cross-sections.
- d) The measurement of height is per Section 17.40.060.C of the Zoning Code where height is measured from the, "...lowest elevation of the existing grade at an exterior wall of the structure to the highest point of the structure." Figure 4-3 shows this below:

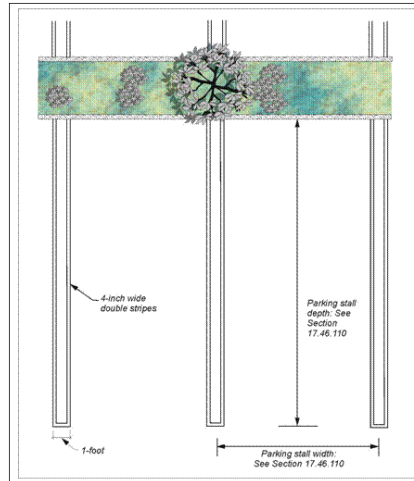


6. Setbacks:

- a) Pursuant to PD-5.C, front yard setbacks shall be required and shall not be less than 20 feet. Side and rear yard setback shall not be less than 10 feet. Currently, frontages along Alessandro Place and Hurlbut Street are designated as the front yards and remaining lot lines are designated as sides. The West MOB is proposed with a 20-foot setback and complies. The above grade parking garage is proposed with a setback of approximately four feet along the Alessandro Place frontage and does not comply. Staff recommends that the applicant explore options to include a greater setback, additional landscaping and a lower structure profile. An amendment to PD-5 would be needed to modify the established setback requirement.
- b) On future plan submittals, show the location of the property lines on all levels/floors and label the setback to adjacent property lines.
- c) Label the footprints, floor lines (if different than footprint), rooflines, and projections (awnings, canopies) of the buildings using different line weight and type (dashed, solid) to distinguish these.

7. Floor Area Ratio:

- a) There is no minimum or maximum Floor Area Ratio (FAR) established for the subject site. However, compliance with the FAR requirements of the General Plan Medium Mixed Use land use designation of 0.0 to 2.25 FAR must be shown.
- b) Based on the lot size provided by the Los Angeles County Assessor's map, the subject property would allow up to 198,956 square feet of floor area based on the maximum allowable General Plan FAR of 2.25. The proposed addition of 60,000 square feet of floor area would result in a total floor area of 122,300 square feet on the site, which is within the maximum building intensity for the lot. Thus, the development intensity of the proposed project complies with the maximum General Plan FAR.
- c) Please note that FAR is calculated utilizing gross floor area. Gross floor area is defined as the total enclosed area of all floors of a building measured to the inside face of the exterior walls including halls, stairways, elevator shafts at each floor level, service and mechanical equipment rooms and basement or attic areas having a height of more than seven feet, but excluding area used exclusively for vehicle parking or loading.



Aisle Dimension:

- f) The minimum aisle width is 24 feet, as shown on Table 4.8 of Section 17.46.130 of the Zoning Code. This table also shows how this minimum width can be reduced when the parking stalls are widened. As shown, the plans appear to comply.

Ramps

- g) Section 17.46.270 of the Zoning Code regulates the size and slope of ramps in parking facilities. For ramps 65 feet or less in length, the ramp slope shall not exceed 16 percent, with the first and last 10 feet of the ramp not exceeding eight percent. No ramp length or slope information is shown on the plans so compliance with these requirements cannot be determined at this time.

Future submittal of plans for ramps shall be accompanied by a profile drawing showing the ramp, ramp transitions, and overhead clearances all labeled for compliance.

- h) Pursuant to Section 17.46.270, the slope of all parking areas shall not exceed five percent, excluding ramps.

Vertical Clearance:

- i) Section 17.46.120.B requires that vertical clearance for all parking spaces, including entrances, shall be a minimum of seven feet in height. Vertical clearance for the front four feet of a parking space serving a residential use may be reduced to not less than four feet, six inches feet in height. Provide cross-sections of the garage showing compliance with this standard.

Paving:

- j) All parking areas, circulation aisles, and accessways shall be paved with Portland cement concrete.



Loading:

- k) Office uses over 40,001 square feet in size shall provide 1 loading space for every 40,000 sq. ft. or fraction thereof, with a maximum of 4. The total floor area for 50 Alessandro Place would be 122,300 square feet of office use and requires 4 loading spaces. The project description indicates that five loading spaces will be provided.
- l) The first loading space shall be a minimum of 12 feet by 30 feet, with 14 feet of vertical clearance. The second loading space shall be a minimum of 10 feet by 20 feet, with 12 feet of vertical clearance.
- m) The minimum turning radius shall be 25 feet for a loading space of 10 feet or less in width, and 45 feet for a loading space of over 10 feet in width.
- n) Off-street loading spaces shall be provided in compliance with Section 17.46.260.

10. Bicycle Parking:

- a) Bicycle parking standards are addressed in Section 17.46.320 of the Zoning Code. The bicycle parking requirement for the nonresidential building is five percent of the required motor vehicle parking, but not less than four spaces. 642 parking spaces will be required; requiring 32 bicycle spaces. Provide a data table to show compliance with the bicycle parking requirement. Per the project description, the project will be provide 34 bicycle parking spaces.
- b) Provide the types of bicycles spaces required in compliance with Table 4-17.
- c) Please refer to Section 17.46.320.E for location and design of bicycle facilities. At this time, no bicycle information is provided.

11. Landscaping:

- a) All the required setbacks and open space areas must be landscaped, except where a required setback is occupied by a sidewalk or driveway, or where a required setback is screened from public view.
- b) A preliminary landscape and irrigation plan must be submitted when this application is officially submitted to the City for review. Any proposed landscape plan shall be in compliance with Chapter 17.44 (Landscape) of the Zoning Code. A final landscape plan shall be submitted and approved prior to the issuance of the building permit.
- c) Be advised, new construction projects with 500 square feet or more of landscaped area will be subject to compliance with the State Model Water Efficient Landscape Ordinance (MWEL). Additional information regarding compliance is available on the City's website <https://ww5.cityofpasadena.net/planning/water-efficient-landscape-ordinance/>. Compliance with this chapter and MWEL applicability is unknown because a landscape plan was not provided. Plans should provide a level of detail that demonstrates compliance with these standards where applicable.



12. Trees:

- a) The City's Tree Protection Ordinance has a list of protected trees and criteria for protection under this ordinance. The proposed removal of any of the identified trees requires the processing of a Private Tree Removal application which would be processed in conjunction with one of the entitlements listed in the following sections. Based on the tree inventory provided, the site will remove five Western cottonwood (*Populus fremonti*) trees that have a DBH of 8". These trees are protected based on species and size.
- b) The City's Tree Protection Ordinance, Chapter 8.52, can be found here:
<http://library.municode.com/index.aspx?clientId=16551>

13. Refuse Storage:

- a) Per Section 17.40.120 of the Zoning Code, because this project has 25,000 square feet or more gross floor area, the Director of Public Works will determine the appropriate size of the refuse storage area based on the type of use, the size of the refuse area proposed, and the frequency of refuse collection.

14. Signage:

- a) Signage for the project must be designed and installed in accordance with Chapter 17.48 of the Zoning Code.

15. Entitlements and Process:

- a) Based on the review of the submitted plans, the following entitlement applications will be required for the proposed project:
 - 1. **Planned Development Revision:** To revise Planned Development-5 (Alessandro Place/Fair Oaks) by revising the text of the PD Plan and to facilitate development of the proposed construction project;
- b) The scope of the proposed project would require the following discretionary review:
 - 1. **Planning Commission:** For amendments to an existing Planned Development, the Planning Commission shall be the initial review authority and the City Council shall be the appeal authority.
 - 2. **Preliminary Consultation-Design Review:** This project must be reviewed by the Design Commission through the Preliminary Consultation process for preliminary advisory comments. Please see the comments in this document provided by the Design & Historic Preservation section for additional information on this process.
 - 3. **Concept & Final-Design Review:** This project must be reviewed by the Design Commission through the Concept and Final Design Review process. Please see the comments in this document provided by the Design & Historic Preservation section for additional information on this process.



16. Environmental Review - Initial Study:

- a) This project will be subject to California Environmental Quality Act (CEQA) compliance. Depending on the final design, size, location, nature of the construction of the project, an Initial Study may be required to determine whether a Negative Declaration, Mitigated Negative Declaration, or an Environmental Impact Report (EIR) would be required for the project. It is expected that a traffic study will be required by the Department of Transportation.

17. Climate Action Plan: The City of Pasadena has an adopted Climate Action Plan (CAP). The overall purpose of the CAP is to present measures that will reduce local greenhouse gas emissions and align the City's reduction goals with statewide targets. In 2006, with the passage of the Global Warming Solutions Act, Assembly Bill (AB) 32, California became the first state in the U.S. to mandate state-wide reductions in GHG emissions as an effort to combat climate change. AB 32 sets a state-wide target to reduce GHG emissions to 1990 levels by 2020. In 2016, the enactment of Senate Bill (SB) 32 extended this commitment by raising the state-wide emissions target to 40 percent below 1990 levels by 2030. Overall, California's state-wide target is to reduce emissions 80 percent below 1990 levels by 2050. Discretionary projects requiring an EIR, MND, ND, SCEA, Addendums, or qualifying under the Class 32 exemption are subject to the CAP.

18. Mitigation/Condition Monitoring:

- a) Upon completion of the project's CEQA compliance documentation, some form of mitigation monitoring may be required. Condition monitoring may also be required for the Discretionary Permits. There are also fees associated with both mitigation and condition monitoring for the project.

19. Estimated Current Planning Fees (FY 2021):

Plan Development Amendment:	\$13,217.10
Private Tree Removal Application:	\$773.50 (Four trees, when submitted with a certified arborist report, otherwise \$1,547.00)
Records Management Fee:	Additional 3 percent of total fees
Initial Environmental Study:	At Cost

Fees are subject to change and are based on actual rates at the time of formal submittal.



DESIGN & HISTORIC PRESERVATION:

HISTORIC PRESERVATION REVIEW:

The areas of the project site that are proposed for development are currently surface parking lots and no demolition of any structures are proposed. As such, no historic preservation review is required for the project.

DESIGN REVIEW

Because the project consists of new construction of a new building in excess of 25,000 square feet, design review is required, with the Design Commission being the reviewing authority. Design Review is not required for the proposed above-ground parking structure. The applicable design guidelines for the project are the design-related goals and policies in the Land Use Element of the General Plan.

Design review is a three-step procedure: 1) **Preliminary Consultation** 2) **Concept (schematic-level) design review**; and 3) **Final design review**. Concept design review is a noticed public hearing before the Design Commission.

Preliminary Consultation requires: An application with a filing fee and materials indicated in the Preliminary Consultation submittal requirements list, including conceptual plans and elevations with surrounding context, photographs of the site and surrounding context, a conceptual digital 3D model and a design narrative that answers questions specified in the submittal requirements list. Preliminary Consultation is intended to allow architects to obtain input on their design concept prior to investing in detailed design drawings that would be difficult to modify. The process yields advisory comments which the architect should consider in subsequent phases of design review. Preliminary Consultation will be conducted by the Design Commission.

Concept design review requires: An application with a filing fee and additional materials indicated in the Concept Design Review submittal requirements list. For a project of this scale, we suggest including some or all of the following visual materials: a) a massing model; b) rendered elevations; and c) an eye-level perspective drawings or computer models, concentrating on all public views.

Concept design review addresses basic project design, including massing, modulation, siting, proportions, solid-to-void relationships, compatibility with surroundings, and compliance with design guidelines.

Final Design review requires an application with a filing fee and the additional materials indicated in the Final Design Review submittal requirements list. Although the staff may conduct final design review, the Commission, during concept design review, is likely to request that it conduct final review in place of the staff. You may file for building plan check (for possible building and fire safety corrections) while awaiting approval for the application for Final Design review.

Final Design review focuses on compliance with the conditions of approval (if any) of concept design review and on construction details, paint colors, finishes, doors and windows, landscaping, exterior lighting, location/screening of mechanical equipment, etc.



Appeals/Calls for Review

Any person affected by a Design Commission decision may appeal it to the City Council. The City Council may also call a Design Commission decision for its review. Appeals or calls for review must be filed during the ten-day appeal period before the decisions become effective (which is on the 11th day following a decision).

Preliminary Design Issues

Based on the information contained in the preliminary plans, the following issues are likely to be analyzed during design review:

- The scale, massing, materials, solid-to-void relationships, the interplay of horizontal and vertical elements of the new construction and the modulation of the exterior walls facing public streets.
- The introduction of design features that are “human scaled” and inviting to pedestrians. The treatment of private entrances and common entrances facing the streets is part of this review.
- The quality of materials and finishes, the proportions of window/door openings, the modulation of building walls, shade and shadow.
- Landscaping—especially in the setbacks along the sidewalks—and screening of mechanical equipment.
- Views from the interior of the site (and elevations facing the central courtyard/drop-off zone).

Specific Comments on Proposed New Construction

Massing: The overall massing of the proposed office building should be re-studied to better relate to the surrounding context, particularly along Hurlbut Street. As designed, the project is out of scale with its context. If retained in its proposed location (see comments below), the stepped massing should be reconsidered and, instead, a smaller, lower-scaled volume that better relates to the surrounding context should be placed at the southern end of the building, with the northern end being one story higher. A figure-ground study should be conducted to determine an appropriate building footprint that would better relate to the context. A taller building could be considered if located further from adjacent residential uses.

Siting: The location of the proposed office building extending to a largely residential street should be re-considered, as well as the location of the above-ground parking structure. Strong consideration should be given to expanding existing underground parking in lieu of building an above-ground parking structure and placing the office building along Alessandro Place where it would create a more comfortable campus setting with the existing surrounding medical office buildings. If this is infeasible, the buildings should be redesigned to provide physical separation between them in a manner that is more consistent with the surrounding context. As noted above, a figure-ground study would also assist in determining appropriate siting that would more appropriately relate to the surrounding context.

Compatibility: The office building and parking structure are overcrowded on the site and generally incompatible with existing development on both Hurlbut Street and Alessandro Place. See suggestions above for revisions that could improve the project’s compatibility with its surroundings. Please also note that a differentiated architectural character from surrounding buildings may be considered if the massing and site design of the project are found to be compatible with the surrounding context.



Landscaping: While specific landscape design is not reviewed until later phases of the design review process, the open spaces associated with the project should be placed in locations that will ensure their usability by the project patrons and employees. The courtyards should be designed to include appropriate amenities and features such as shading devices appropriate to their solar exposure, seating, water features, etc. The landscape and hardscape design should reflect the local climate and landscape traditions and should also relate to the design of the building.

Materials: As currently proposed, the office building appears to incorporate brick veneer material on the south, east and west sides and a glass-curtain wall on the north side. The proposed materials should be further studied to create a singular architecture on all four sides. Materials should be high quality and durable and appropriate to the design and use of the building.

Below is a link to the design guidelines that apply to the project:

www.cityofpasadena.net/planning/planning-division/design-and-historic-preservation/design-review/ ("Design Guidelines" tab)

Estimated Fees: Fees are subject to change and are based on actual rates at the time of formal submittal. A 3% records management charge is added to each fee.

Preliminary Consultation (Design Commission):	\$750.00
Concept Design Review (Major Projects, 51,000 – 100,000 sf):	\$8,456.00
Final Design Review (Design Commission):	\$2,134.00

DEVELOPMENT/NW PROGRAMS: No comments.

FIRE DEPARTMENT:

Plan shall comply with the requirements of California codes and Pasadena Municipal Code (PMC).

Interior exit stairways: Interior exit stairways serving as an exit component in a means of egress system shall be enclosed and lead to the exterior of the building or shall be extended to the exterior of the building with an exit passageway. CBC Section 1023.

Exit Access Travel Distance: Exit access travel distance shall comply with the requirements of CBC Table 1017.2.

Exit Discharge: Exit discharge shall comply with the requirements of CBC Section 1028.

Fire Resistance Rating of exterior wall: Fire- resistance rating of exterior wall base on fire separation to property line shall comply with the requirements of CBC Table 602.



Maximum area of exterior wall opening: Maximum area of exterior wall opening based on fire separation distance and degree of opening protection shall comply with requirements of CBC Table 705.8.

Medical Emergency service Elevator: All building shall be provided with one medical emergency service elevator to accommodate the loading and transport of an ambulance gurney or stretcher per CBC Section 3002.4.a.

Emergency Responder Radio Coverage: Building shall have approved radio coverage for emergency responders within the building based upon the existing coverage level of the public safety communication system per California Fire Code Section 510.

Minimum Fire Flow/Fire Hydrants: All structures shall have the minimum fire flow (GPM) required by Appendix B Table B 105.1 and the quantity and spacing of fire hydrants as required by Appendix C Table C105.1 of Title 24, California Fire Code. Plans shall be submitted to the Pasadena Fire Department for review and approval prior the review and approval of the building plans.

NOTE: A current fire flow report (not older than 6-months), performed by the Pasadena Water Department, shall be provided to the Fire Department when applying for building permits to construct or add to any structures.

Fire Dept. Access: Fire Department Access shall be provided to within 150-feet of all exterior portions of any structure. All access roads exceeding 150-feet shall be provided with an approved Fire Department Hammerhead or Turnaround. Fire department access shall be constructed of an all-weather surface to support a minimum of 75,000 pounds, with a minimum of 20-feet wide and unobstructed height of 13'-6", with No Parking on Either Side. No roadway way shall exceed 10% slope.

Automatic Fire Sprinkler System or Standpipe: An automatic sprinkler system shall be provided throughout building per CBC Section 903.2.1 and PMC amended CFC section 903.

Stand pipe system shall comply with the requirements of CBC Section 905.

Fire Department Fire Sprinkler Connections: Shall be comprised of:

- FDC shall be located a minimum of 25-feet from the building or surface mounted to 2-hours rated wall with no opening within 10 feet and FDC shall be located within 150 feet of a fire hydrant.
- (2) 2-1/2" CLAPPERED internal swivel outlet X 2-1/2" CLAPPERED internal swivel outlet X 4" FDC
- 4" CLAPPERED internal swivel outlet X 4" FDC
- Shall be clearly labeled to indicate FDC for Fire Sprinklers and Standpipes.
- A clear dimension of 3-feet shall be maintained around the perimeter of each fire department appliance.

All fire appliances except for fire hydrants shall be cleaned, primed, and painted fire engine red enamel or krylon.

Automatic Fire Alarm/Detection System: All structures 10,000 square feet or any structure required by Title 24, California Building or Fire Codes, shall be provided with a fully automatic



and manual fire detection and notification system. Shop drawings to be submitted by contractor for review and approval prior to construction. PMC amended CFC Section 907.

Emergency Vehicle Traffic Signal Preemption Systems: Traffic signaling systems serving this complex are required to have emergency vehicle signal preemption controls installed.

The specific signals requiring this system is to be determined by both Pasadena Fire Department and Pasadena Department of Transportation. The fees for these systems will be determined based on the quantities and types of traffic signals being used and/or being retrofitted for the emergency vehicle controls.

LOCAL DEVELOPMENT AREA: No comments.

FIRST SOURCE LOCAL HIRING: Given the financial assistance being provided to this project, the project is subject to the City of Pasadena's First Source Local Hiring Ordinance (PMC 14.80). The ordinance requires a local hiring agreement to be executed between the City and the Developer or owner. The agreement will call for 15% of all construction related work to be satisfied by Pasadena residents. For more information, contact Antonio Watson awatson@cityofpasadena.net.

HEALTH DEPARTMENT: No comments

HOUSING DEPARTMENT:

No Tenant Protection Ordinance

No Inclusionary Housing Requirement

The proposed project is a commercial development with no residential component; therefore, it is not subject to the City's Inclusionary Housing Requirements.

The proposed project does not involve the demolition of multifamily rental units; therefore, the City's Tenant Protection Ordinance is not applicable.

DEPARTMENT OF PUBLIC WORKS (DPW):

General Statement

Predevelopment Plan Review for the Revision of PD-5 to facilitate construction of a three-story, 60,000 square-foot, medical office building and a five-level, above grade, parking garage with 321 parking spaces. The following conditions are in response to a pre-development plan review and intended to be used only for this purpose. The conditions, as intended, are general in nature and are to be used as points of general discussion. Should this proposed development continue beyond the pre-development plan review process, the Department of Public Works will review the proposed development for specific recommended conditions to be approved, which could also include other conditions.



License Agreement

No private improvements may be placed within the public right-of-way, including, but not limited to, soldier beams, tie-backs, utility conduits, backflow preventers, transformers, fire sprinkler valve, decorative sidewalk and applicable parade post holes on Colorado Boulevard per Standard Drawing S-419. Private improvements may only be placed in the public right-of-way by submitting a license agreement, which must be approved by the City. The license agreement application for any private improvement within the public right-of-way shall be submitted to the Department of Public Works for review and shall be approved by the City before any permits are granted.

The applicant shall submit the application, plan and processing fee, associated with processing the license agreement, at least three to four (3-4) months prior to the issuance of any permits. An approved license agreement will allow the applicant to install and maintain the private improvements within the public right-of-way with conditions.

A license agreement for shoring requires an indemnity bond in order to guarantee that shoring and tie-backs are free from defect due to faulty material, workmanship and failure. Upon review of the license agreement exhibits, an indemnity bond estimate will be prepared and forwarded to the applicant. The estimated amount is equivalent to the cost of reconstructing the public right of way, including all affected utilities, public facilities, and infrastructures, based on the plane of failure at a 45-degree angle from the lowest point of excavation. The indemnity bond shall be submitted to the City prior to the execution of the agreement and the issuance of any building or demolition permits.

All steel rods in every tie-back unit shall be relieved of all tension and stresses, and any portion of soldier beams and any portion of the tie-backs located be removed entirely from the public right-of-way. A monthly monitoring report stamped and certified by a licensed surveyor shall be submitted to indicate that the deflection from any piles or soldier beams does not exceed one inch. Upon completion of construction, the developer or his contractor shall remove all tie-back rods within the public right-of-way. The removal shall be documented by a report certified by a licensed deputy inspector. The report shall be submitted to the City for review and approval. The applicant will be charged a penalty of \$7,000 for each tie-back rod not removed from the public right-of-way. For temporary tie-backs or shoring, the maximum width of the license area fronting the development frontage(s) shall only extend to the centerline of the public right-of-way.

Public Improvement Restorations

Alessandro Place and Hurlbut Street restoration, fronting the subject development, shall be a full width (from gutter to gutter) cold milling and resurfacing of asphalt concrete roadway per Standard Plan S-415. The street restoration shall be completed prior to the issuance of Certificate of Occupancy.

The applicant shall demolish existing and construct the following public improvements along the subject development frontages of Alessandro Place and Hurlbut Street, including concrete drive approach per Standard S-403; concrete sidewalk per Standard Plan S-421; concrete curb and gutter per Standard Plan S-406. The public improvements shall be completed prior to the issuance of Certificate of Occupancy.



The proposed development shall connect to the public sewer with one or more new six-inch diameter house sewers laid at a minimum slope of two percent. In accordance with PMC Chapter 13.24.010, house sewer “means that part of the horizontal piping beginning 24 inches from the exterior wall of the building or structure and extending to its connection with the public sewer.” The section of house sewers within the public right-of-way - from the property line to the public sewer, or within easement, shall be vitrified clay or cast iron pipe. The house sewer shall meet City Standards as determined by the Department of Public Works, and a permit issued by the Department of Public Works is required for work within the public right-of-way. The construction of all new house sewers shall be completed prior to the issuance of Certificate of Occupancy.

The applicant is responsible for the design, preparation of plans and specifications, and construction of all required public improvements. Plans for the above improvements shall be prepared by a Civil Engineer, registered in the State of California. Upon submittal of improvement plans to the Departments of Public Works for review, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. Note that building plans approved by the City’s Planning (Building) Department do not constitute approvals for work in the public right-of-way. Separate plans shall be submitted to the Department of Public Works – Engineering Division – at 175 North Garfield Avenue Window 6. The applicant shall submit public improvements plans and the plan check fees at least two (2) months prior to the issuance of any building or demolition permits.

Street Lighting

The existing street lighting along the Alessandro Place frontage is substandard. In order to improve pedestrian and traffic safety, the applicant shall replace/renovate two (2) existing street lighting, on the frontage of the subject property per the City requirements and current standards. The renovation shall include but not limited to new LED light(s), conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and miscellaneous related parts.

In the event where the existing street light pole determined, by the City, to be deteriorated and/or damaged, the applicant shall replace the existing street light pole with a new street light pole in kind. The replacement shall include but not limited to new pole, new footing, new LED light(s), conduit, conductors, lamp socket, fuse, globe/lantern, globe holder, photo cell, and other miscellaneous related parts. The applicant shall schedule a street lighting pre-inspection with the Public Works inspector to determine the details/scope of the replacement/renovation of the existing street lighting. Please contact 626-744-4195 or via email: pw-permits@cityofpasadena.net to schedule a street lighting pre-inspection, prior to the issuance of any permits.

The applicant is responsible for the design, preparation of plans and specifications, and the construction of all required street lights and traffic signal modifications. Plans for the improvements shall be prepared by a civil engineer, registered in the State of California. Upon submission of improvement plans to the Departments of Public Works for checking, the applicant will be required to submit fees, per the current General Fee Schedule, to cover the cost of plan checking and construction inspection of the improvements. In addition, there is possibly considerable lead-time for the materials required for the construction and modification. In order to avoid delays in the development schedule, the applicant shall coordinate with this office at 626-744-4195 regarding this street light and traffic signal condition at least five (5) months in advance of the anticipated issuance of Certificates of Occupancy



Drainage

On-site drainage, such as roof drain and area drain discharge, shall be contained on-site per LA County Regional Water Quality Control Board's current permit.

Existing City Tree Protection

The applicant shall protect the existing three (3) *Ulmus parvifolia*, Chinese elm, trees on Alessandro Place frontage of property.

To protect existing City trees during construction, the applicant shall fully conformed to the Tree Protection Guidelines signed by the City Manager. The full guidelines is available at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>

A Tree Protection Zone (TPZ) shall be established for all existing City trees within the scope of a construction project. The TPZ extends from the base of the tree to four (4) radial feet beyond the dripline of a tree and applies to the entirety of the tree – from the roots to the canopy of the tree.

The applicant is prohibited from the following within a designated TPZ: construction vehicle access, construction vehicle operation, staging of materials, and trenching without the consent of the Department of Public Works.

The applicant shall at minimum provide the following within a designated TPZ: mulching, irrigation, and protective fencing.

Prior to the issuance of any permit, the applicant shall submit a Preliminary Tree Protection Plan (PMC Ch. 8.52 – City Trees and Tree Protection Ordinance), prepared by a Landscape Architect or certified Arborist, showing the TPZ and all structures, footings, and grading that may impact City trees shall be submitted to the Department of Public Works, for review and approval. Given that each construction project poses unique conditions, it is the responsibility of the applicant to develop a Tree Protection Plan based off the TPZ standards to the extent feasible. The Plan shall conform to the Tree Protection Standards which specifically require showing the locations of all existing trees, their diameters, canopies, whether the tree is a public tree or private tree, as well as any trees to be planted with their canopy at mature size. The final conditions of the Tree Protection Plan shall be approved by the Forestry Superintendent. A non-refundable flat fee, per the current General Fee Schedule, will be required for staff time to review the Tree Protection Ordinance compliance.

Prior to any construction, tree protections including the installation of fencing to protect public trees must be in place. The fencing material shall be chain-link attached to posts inserted into the ground at the edge of the dripline and shall be a minimum of 6' in height. See Standard Plan S-642 – Tree Protection Chain Link Fencing. Fencing shall maintain visual lines of sight in order to avoid vehicle and pedestrian hazards. Fencing shall include a minimum 8.5" x 11" warning sign with the following information: 'Tree Protection Zone'; name and contact information of project owner or authorized representative; 'Please contact the City of Pasadena Citizen Service Center to report any concerns (626) 744-7311'. All protective fencing must be permitted, inspected and approved by Public Works prior to the commencement of any construction.



Prior to issuance of any permit, the applicant shall submit a valuation assessment report of the existing public tree(s) along the boundary of their project. The report shall be prepared by a registered Arborist and submitted to PNR for review and approval. If it is determined that the applicant has failed to care for any City tree within their Tree Protection Plan, and the health of the tree(s) was critically compromised requiring its removal, the applicant shall be liable for the following costs: assessed value of tree determined by a PNR Arborist using a current ISA assessment methodology; the removal cost determined by PNR; and any applicable infraction or administrative fines determined by Code Compliance.

All new drive approaches shall be at least seven (7) feet clear of the existing street trees measured from the edge of the trunk closest to the drive approach. All public trees shall be protected and fenced with a posting on the fences advising of the tree protection.

Prior to issuance of any permit, a deposit in the amount of the applicant's total liabilities based on the aforementioned approved tree assessment report shall be submitted to the City. The deposit is fully refundable, less administrative fees, upon the satisfaction of Public Works prior to the issuance of a Certificate of Occupancy.

Right-of-Way Guarantee Deposit

Past experience has indicated that projects such as this tend to damage the abutting street improvements with the heavy equipment and truck traffic that is necessary during construction. Additionally, the City has had difficulty in requiring developers to maintain a clean and safe site during the construction phase of development. Accordingly, the applicant shall place a \$20,000 deposit with the Department of Public Works prior to the issuance of a building or grading permit. This deposit is subject to refund or additional billing, and is a guarantee that the applicant will keep the site clean and safe, and will make permanent repairs to the abutting street improvements that are damaged, including striping, slurry seal/resurfacing, curb, gutter, and sidewalk, either directly or indirectly, by the construction on this site. The deposit may be used for any charges resulting from damage to street trees. A processing fee will be charged against the deposit.

Construction Staging and Traffic Management Plan:

Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging and Traffic Management Plan to the Department of Public Works for review and approval. The template for the Construction Staging and Traffic Management Plan can be obtained from the Department of Public Works webpage at: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>. A non-refundable flat fee, based on the current General Fee Schedule, is required for plan review and on-going monitoring during construction. This plan shall show the impact of the various construction stages on the public right-of-way (and the private street) including all street occupations, lane closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. An occupancy permit shall be obtained from the department for the occupation of any traffic lane, parking lane, parkway, or any other public right-of-way. All lane closures shall be done in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and California Supplement. If the public right-of-way occupation requires a diagram that is not a part of the MUTCD or California Supplement, a separate traffic control plan must be submitted as part of the Construction Staging and Traffic Management Plan to the department for review and approval. No construction truck idling or staging, material storage, or construction trailer are allowed in the public right-of-way.



In addition, prior to the start of construction or issuance of any permits, the applicant shall conduct a field meeting with an inspector from the Department of Public Works for review and approval of construction staging, parking, delivery and storage of materials, final sign-off procedure, and any of the specifics that will affect the public right-of-way. An appointment can be arranged by calling 626-744-4195.

Holiday Moratorium (November through January)

In preparation for the New Year Rose Parade and Rose Bowl Game, the Department of Public Works will suspend all works within the public right-of-way during the holiday season in accordance to PMC 12.24.100 and City Policy.

In general, all public streets, sidewalks and parkways shall be free and clear of excavations and other construction related activities during the period of November through January of the following year. Specific dates will vary on an annual basis. Accordingly, contractors will be required to shut down construction operations which would impede traffic and pedestrian movements during these periods unless otherwise authorized by the City Engineer. Any existing excavations shall be backfilled, compacted and temporarily repaved before the beginning of the moratorium period.

The Holiday Moratorium Map, showing the appropriate shutdown period, and corresponding areas in the City, is available at the Department of Public Works Permit Counter (window #6), 175 N. Garfield Avenue, Pasadena, CA 91109, or at the following link: <https://www.cityofpasadena.net/public-works/engineering-and-construction/engineering/>.

Requirements by Ordinance:

In addition to the above conditions, the requirements of the following ordinances may apply to the proposed project:

- Sewer Facility Charge - Chapter 4.53 of the PMC
The ordinance provides for the sewer facility charge to ensure that new development within the city limits pays its estimated cost for capacity upgrades to the city sewer system, and to ensure financial solvency as the city implements the operational and maintenance practices set forth in the city's master sewer plan generated by additional demand on the system. Based on sewer deficiencies identified in the City's Master Sewer Plan, the applicant may be subject to a Sewer Facility Charge to the City for the project's fair share of the deficiencies. The Sewer Facility Charge is based on the Taxes, Fees and Charges Schedule and will be calculated and collected at the time of Building Permit Issuance.
- Sidewalk Ordinance - Chapter 12.04 of the Pasadena Municipal Code (PMC)
In accordance with Section 12.04.035, entitled "Abandoned Driveways" of the PMC, the applicant shall close any unused drive approach with standard concrete curb, gutter and sidewalk. In addition, the applicant shall repair any existing or newly damaged curb, gutter and sidewalk along the subject frontage prior to the issuance of a Certificate of Occupancy in accordance with Section 12.04.031, entitled "Inspection required for Permit Clearance" of the PMC.
- City Trees and Tree Protection Ordinance - Chapter 8.52 of the PMC



The ordinance provides for the protection of specific types of trees on private property as well as all trees on public property. No street trees in the public right-of-way shall be removed without the support of the Urban Forestry Advisory Committee. No trees shall be damaged by the proposed construction, if a City tree is damaged, the applicant may be liable for the assessed value of the tree. Refer to <https://www.cityofpasadena.net/public-works/parks-and-natural-resources/urban-forestry/> for guidelines and requirements for tree protection.

- o Construction and Demolition Waste Ordinance, Chapter 8.62 of the PMC
The applicant shall submit the following plan and form which can be obtained from the Permit Center's webpage at: <https://www.cityofpasadena.net/public-works/recycling-resources/construction-demolition-recycling/construction-and-demolition-debris-recycling/> and the Recycling Coordinator, (626) 744-7175, for approval prior to the request for a permit:
 - a. C & D Recycling & Waste Assessment Plan – Submit plan prior to issuance of the permit. A list of Construction and Demolition Recyclers is included on the waste management application plan form and it can also be obtained from the Recycling Coordinator.
 - b. Summary Report with documentation must be submitted prior to final inspection.

A security performance deposit of three percent of the total valuation of the project or \$30,000, whichever is less, is due prior to permit issuance. For Demolition Only projects, the security deposit is \$1 per square foot or \$30,000, whichever is less. This deposit is fully refundable upon compliance with Chapter 8.62 of the PMC. A non-refundable Administrative Review fee is also due prior to permit issuance and the amount is based upon the type of project.

Estimated Fees:

All costs associated with these conditions shall be the applicant's responsibility. Unless otherwise noted in this memo, all costs are based on the General Fee Schedule that is in effect at the time these conditions are met. A processing fee will be charged against all deposits. A Public Works permit is required for all construction and occupancies in the public right-of-way. If construction vehicles and equipment are parked off-site in the public right of way, the permit fee for street and sidewalk occupancy will be based on the area and duration corresponding to the current City's General Fee Schedule. For more information, please contact Yannie Wu-Bowman at 626-744-3762.

DEPARTMENT OF TRANSPORTATION (DOT):

The Department of Transportation received an application for a proposed 60,000 sf medical office building and parking structure at 50 Alessandro Place.

The following conditions are in response to the plan application review and intended to be preliminary. The conditions, as intended are general in nature and are to be used as points of general discussion. The following preliminary conditions are what will be required, at minimum:



PASADENA PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

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Traffic Analysis: Based on the preliminary information provided in the Master Application form, a transportation analysis shall be prepared for this project. When the applicant is ready to proceed, a deposit of \$10,000* will be required. Please send an email with the appropriate project contact information to Conrad Viana, P.E. at cviana@cityofpasadena.net to prepare the invoice.

** Based on the Current General Fee Schedule. Fees are subject to change.*

Trip Reduction Ordinance: In accordance with City Ordinance No. 7157, the project is subject to the City's Trip Reduction Ordinance (TRO) requirements. As indicated in the ordinance, a Transportation Demand Management (TDM) Plan shall be prepared prior to the issuance of the first permit for construction.

To understand the TDM Plan requirements and associated review fees* for the report submittal, contact the Complete Streets Division at (626) 744-7526 to arrange a pre-design meeting.

** Based on the Current General Fee Schedule. Fees are subject to change.*

Traffic Impact Fee: The Traffic Reduction and Transportation Improvement Fee (Ordinance No. 7076) will apply to all net new office development square footage and is based on the General Fee Schedule at the time of building permit issuance.

Construction Staging & Traffic Management: Prior to the start of construction or the issuance of any permits, the applicant shall submit a Construction Staging & Traffic Management Plan to the Department of Public Works for review and approval. This plan shall show the impact of the various construction stages on the public right-of-way including street occupations, parking space relocation agreements, closures, detours, staging areas, and routes of construction vehicles entering and exiting the construction site. Permitted hours for construction vehicles (delivery, haul) may be limited to the hours between 9:00 AM – 3:00 PM.

Based on the information provided in the application, adjacent property access along the project frontages may be affected during construction. The applicant should coordinate construction activities and access with the affected property owners prior to the issuance of the first permit for construction.

Loading: Any project loading/unloading spaces shall be on-site. DOT will not install a loading zone for project use in public right-of-way along the project frontage.

Site Access: Driveways to a project site should be as few as possible to avoid any potential conflict points among turning vehicles to and from the site, among the adjacent properties, and among pedestrian and bicycle traffic along sidewalks.

If there is an existing driveway across from the proposed driveway location, the driveways shall align with each other to avoid access conflict among turning vehicles to and from the sites, as well as pedestrian and bicycle traffic along sidewalks.

Any unused driveways shall be closed and curb, gutter, and sidewalk shall be installed per Public Works Standard Plans. Additional parkway installation may be required.



Parking: The driveway ramp shall have a minimum width of 20' along the entire length of the ramp to accommodate 2-way traffic on the ramp. The driveway apron width shall match the ramp width. To improve the safety of pedestrians crossing the driveway, the design plans shall indicate a 20' flat area beyond the property line to improve vehicular sight distance.

If a gate will be placed at the parking entrance along Alessandro Place, the gate shall be installed at least 20' back from the property line.

Street Design Guidelines: The existing sidewalk widths along Alessandro Place and Hurlbut Street shall be maintained. A minimum 5' clear walk zone free of any obstructions along the project's frontages shall be maintain.

WATER & POWER DEPARTMENT, POWER DIVISION, POWER ENGINEERING:

The City of Pasadena Water and Power Department (Department) shall provide electric service to the proposed development at 50 Alessandro Pl on the following basis:

- Owner/developer shall provide a new private property transformer vault room located inside parking level below grade. The existing transformer vault room for the current building may need to be upgraded with additional equipment to serve as the source for the new transformer vault. Exact location to be coordinated with PWP. The size of the transformer vault will vary depending on the size of the electrical service.
- Larger electrical services will require a vault room that is min of 11' in height, adjacent (sharing a wall) with the electrical room and will require a bus duct installation.
- Transformer vault shall both door access from parking level and an access hatch from ground level (open to sky). The hatch shall have drivable PWP truck access for equipment installation purposes.
- Only one primary power feed is allowed per parcel. A utility easement shall be required if the electrical service crosses/feeds multiple parcels.
- Any required transformer room(s) located within a building structure shall be rated for 4-hour fire separation and meet all local Building & Fire Department requirements related to room ventilation and alarming.
- Owner/developer shall be responsible for the maintenance of the transformer vault, provide protection for the equipment in the transformer room, and allow access to the transformer room at all times to Department personnel and vehicles in accordance with the Department Electric Service Requirements Regulation 21. Department shall install concrete-encased primary service laterals from a street vault to the property at the owner/developer's expense. The number and location of the service laterals varies according to the size of the electrical service.
- It shall be the owner/developer's responsibility to build vault room with proper ventilation, lighting, and grounding as specified by PWP and install secondary service conduits within the development area.
- Department shall install electrical service transformers, cables, and electric meters.
- All Department installation costs including street work shall be paid by the customer and are included in the cost.
- Owner/developer must identify and notify the Department of any conflict with existing overhead lines / poles and maintain existing ingress / egress access for overhead lines /



poles. Proper clearances between the proposed structure and overhead lines / poles must be maintained at all times.

- Owner/developer must identify and notify the Department if there is any underground electrical conduit and transformer vault within the proposed development area in conflict with the construction.
 - Owner/developer installed distributed generation resources that will be interconnected to the Pasadena Electric Distribution System shall be installed in accordance with the Department Distributed Generation Interconnection Requirements Regulation 23. In addition, all customer installed solar photovoltaic (PV) resources shall meet all of the requirements of both the local Building & Fire Department and the Pasadena Solar Initiative Program.
1. In order to determine the specific requirements of the electrical service for this project, the following items will need to be included in the Submittal Drawing Set (2 sets of electrical plans required): service size & voltage, main service disconnect, scaled site plan, elevation plan, proposed transformer room location, electrical meter / panel location, single-line diagram, load calculations, and proposed construction schedule.
 2. Total estimated cost for providing electric service to this development will depend on service size and the extent of civil work required in the public right of way. A cost estimate shall be provided to the owner/developer after the Submittal Drawing Set has been provided to the Department. The Department estimate and comments are valid for ninety (90)days.

All comments are preliminary and are based on the limited description provided. Please arrange a meeting with Electric Service Planning personnel for further information and detailed requirements at (626) 744-4495.

WATER & POWER DEPARTMENT, WATER DIVISION, UTILITIES SERVICES:

Water Engineering has no comments regarding this PPR. All new or upgraded water services are reviewed and approved by the Utility Service Planning Section. All water improvements to this project shall be billed at total cost to the customer/developer. Thorough analysis of the water improvements needed will be completed upon submittal of the deposit. Please visit: <http://cityofpasadena.net/waterandpower/NewServices/>

WATER & POWER DEPARTMENT, WATER DIVISION, UTILITIES SERVICES:

Water Mains: Pasadena Water and Power (PWP), Water Division can serve water to this project. There are two water mains surrounding this property. There is a 10-inch cast iron water main in Bellefontaine Street that was installed under Work Order 177 in 1913. This water main is located approximately 23 feet north of the south property line of Bellefontaine Street. There is an 8-inch ductile iron water main in Hurlbut Street that was installed under Work Order 02752 in 2007. This water main is located approximately 24 feet south of the north property line of Hurlbut Street



Moratoriums: Verify with Public Works Department regarding any street construction moratorium affecting this project.

Water Pressure: The approximate water pressure at this site is between 70-80 psi.

Water Service: PWP records reflect a 2-inch (45880) water service serving 50 Bellefontaine Street. PWP records also reflect other water services serving 50 Alessandro Place which must be abandoned prior to vacating Alessandro Place. Any change in water service will be reviewed when the building plans are submitted. Any change in service will be installed at actual cost and paid for by the owner/developer. Additionally, the owner/developer must pay for the replacement of the water main(s) serving the property if it is determined that it must be replaced.

Fire Flow and Fire Hydrants: The Pasadena Fire Department (PFD) has jurisdiction and establishes the requirements for fire protection within the City of Pasadena. PFD must be consulted in this regard. Any cost incidental to providing adequate fire protection for the project must be paid for by the owner/developer.

There are four fire hydrants in close proximity to the project site.

- Fire hydrant 419-30 is located on the south curb of Bellefontaine Street, approximately 316 feet west of the west property line of Fair Oaks Avenue.
- Fire hydrant 419-3 is located on the north curb of Bellefontaine Street, approximately 430 feet west of the west property line of Fair Oaks Avenue.
- Fire hydrant 419-32 is located on the south curb of Alessandro Place, approximately 380 feet west of the west property line of Fair Oaks Avenue.
- Fire hydrant 419-33 is located on the south curb of Alessandro Place, approximately 563 feet west of the west property line of Fair Oaks Avenue.

There is no current fire flow test information available for these hydrants. If you would like to request fire flow test information for these fire hydrants, please contact Marco Sustaita at (626) 744-4498.



Water Service Detail:

